

GENERAL SHOP RULES

Responsibilities

All students, employees, and visitors will be required to become familiar with the following general safety rules. Understanding of all the rules will be the responsibility of all people entering the Mechanical Engineering areas. All questions or concerns relating to these rules need to be directed to an immediate supervisor.

1. Before entering work area, **Safety Glasses** must be worn.
2. Ensure all loose clothing and long hair is tied back. Proper attire in the shop is required,(no jewelry, shorts, or open shoes).
3. No food or drinks in shop.
4. Headphones are not to be worn in the shop.
5. Proper authorization and training must be obtained prior to using machinery.
6. Keep floor clean, dry and free from slip, trip, and fall hazards.
7. Review MSDS information necessary for current job.
8. Check all tools and equipment being used to ensure all are safe to use. If a concern arises, please contact supervisor or person in charge at the time.
9. Use proper tools for the job.
10. Keep area neat and no tools on machines as they could fall and cause injury.
11. Do not handle chips with bare hands, as chips and filings are very sharp and may cause cuts.
12. Make sure power is off to machine when cleaning.
13. Report all injuries to the supervisor (or person in charge) immediately after seeking First Aid. If injury is serious call **911** immediately.
14. **Horseplay will not be tolerated**. Privileges could be removed.
15. No alcohol or drugs before or during work in the shop.